

Request for Quotation

RFQ Number: _____

Request Date: _____

To: (Vendor's name and address)

Special Notes:

This is a request for **Open Market Pricing**.

All items should be quoted **F.o.b. Destination** (or change this statement, if requesting F.o.b. Origin and include a blank for shipping charges on the quote sheet)

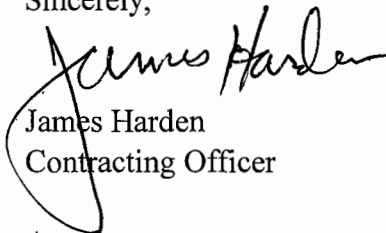
Quotes may be faxed or e-mailed to the below listed address by **September 29, 2005, 12:00 p.m.** local time. However, handcarried quotes are to be delivered by the same time at AOUSC, One Columbus Circle, N.E., Suite C-200, Washington, D.C. to (Attention: Simon Goode). **Submit a quotation by using the attached quote sheet.**

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.

Quotes and questions concerning this RFQ should be addressed to Simon Goode at AOUSC, One Columbus Circle, N.E., Suite C-200, Washington, DC 20544, phone (202) 502-1245, fax (202) 502-1955 and email Simon_Goode@ao.uscourts.gov.

The **Delivery Address** for this purchase will be: AOUSC, One Columbus Circle, N.E., Suite C-200, Washington, DC 20544,

Sincerely,



James Harden
Contracting Officer

Attachment

Quote Sheet for RFQ Number: _____

| <u>Item No.</u> | <u>Short Description</u> | <u>Detailed Product Specification or Product Description</u> | <u>Quantity</u> | <u>Unit</u> | <u>Unit Price</u> | <u>Extended Price</u> |
|-----------------|---|--|-------------------------------------|---------------------------------------|----------------------------------|----------------------------------|
| <u>1</u> | <i>(fill in short description such as "copier")</i> | <i>(fill in detailed product specification or product description)</i> | <i>(fill in requested quantity)</i> | <i>(fill in unit, such as "each")</i> | <i>(contractor will fill in)</i> | <i>(contractor will fill in)</i> |
| <u>2</u> | | | | | | |
| <u>3</u> | | | | | | |
| <u>4</u> | | | | | | |
| <u>5</u> | | (Continue on additional sheet(s), if necessary) | | | | |
| | | | | | <u>TOTAL</u> | <i>(contractor will fill in)</i> |

Vendor's Name _____ Vendor's Phone Number/fax number/e-mail address _____

Vendor's Street Address _____ Vendor's City, State, and Zip Code _____

Signature of Person Authorized to Sign Quote _____ Date _____ Quantity Discount or Trade -in amount _____ Tax Identification Number _____

Printed or Typed Name of Signator _____ Discount Terms or Net 30? _____ Delivery Date _____ Data Universal Numbering System (DUNS) Number _____

PURCHASE ORDER TERMS AND CONDITIONS
Provisions and Clauses

I. REQUIRED PROVISIONS AND CLAUSES FOR ALL OPEN MARKET SMALL PURCHASES

1) JP3 Provision B-1, Solicitation Provisions Incorporated by Reference (AUG 2004)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offer or is cautioned that the listed provisions may include blocks that must be completed by the offer or and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offer or may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.uscourts.gov/procurement/clauses.htm>

2) JP3 Clause B-5 Clauses Incorporated by Reference (AUG 2004)

This procurement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement/clauses.htm>

**3) The following clause is included by reference:
JP3 Clause 3-3, Provision, Clauses, Terms and Conditions - Small Purchases (AUG 2004)**